

MANSFIELD TOWNSHIP COMMITTEE MEETING

October 9, 2019

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES:

Mr. Hayes made a motion to approve the minutes from the regular meeting held on September 25, 2019, which was seconded by Mr. Farino.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- None

Mr. Hayes made a motion to approve the minutes from the Executive Session held on September 25, 2019, which was seconded by Mrs. Mora Dillon.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- None

BILL LIST:

Mr. Hayes made a motion to approve the bill list for October 9, 2019, which was seconded by Mrs. Mora Dillon.

Ayes- Mr. Hayes, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- Mr. Farino

CLERK'S REPORT:

Ms. Hrebenak reported the following:

- Raffle Applications – Tri County Fire Company submitted two raffle applications, one for a 50/50 and one for a basket raffle, to be held on November 2, 2019, between the hours of 10 am and 4 pm. All items are in order. A motion is needed to approve the applications.

Mrs. Mora Dillon made a motion to approve the applications for the raffles, which was seconded by Mr. Hayes.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- None

- Computer Operating System Support – Our IT company notified us that beginning January, Microsoft will no longer offer support and patches for any operating system under Windows 10. We have four (4) computers on the administration side that need to be replaced, along with the server. The Police Department also needs to replace their car laptops. Ms. Hrebenak and Mrs. Mollineaux have discussed the quotes and Mrs. Mollineaux will be reporting on this during her report.

FINANCE REPORT:

Mrs. Mollineaux reported the following:

- Tax Consultant – Mr. Guerin will be in two days a week starting tomorrow. He has had communication with the Tax Assessor. Mrs. Mora Dillon asked if he will attend meetings. Mrs. Mollineaux stated he will submit reports on a monthly basis.
- American Fidelity – The insurance company utilized for employee benefits such as disability, life insurance, etc., will come at the end of the month to speak to employees. A resolution is presented tonight for a new life insurance plan with a yearly open enrollment that needs to be approved so it can be offered to employees. Everyone has received a memo for the group meeting on October 28. If any employees are interested, there will be individual meetings on October 30th.
- Tax Sale – will be on December 5th.
- Computers (Microsoft Issue) – Cost for Police and Admin computers is approximately \$28,000. Six (6) Police cars need to be updated. Mrs. Mollineaux can do a transfer in November so the funds are available to avoid an immediate problem. Mayor Watters asked if a resolution will be drafted for this purpose. Ms. Hrebenak has received quotes on the admin side and Chief Reilly has quotes for the police cars. All information will be

in place by the date.

- Asphalt Equipment – Mrs. Mollineaux sent an email on equipment information to keep the asphalt hot. Mrs. Mora Dillon asked if there is money in the budget for \$38,000. Mrs. Mollineaux stated Capital money can be used and there will be extra left in the Capital Budget. Mayor Watters suggested that since we've never had one, we look into a loaner or rental to learn what the machine entails and the different options of different machines. Mr. Snyder said there is a company that rents them for \$1,200 a week, monthly rental payment is for three (3) weeks with one (1) week free. Mrs. Mora Dillon asked how long the machine would be needed, Mr. Snyder stated a week to evaluate the machine's options. Mr. Snyder explained the different type of machines, their options, and why the Township needs one. Mayor Watters and Mr. Hayes asked about a rental-to-purchase option. Mr. Snyder will contact the company for that information.

Mrs. Mollineaux stated that she also had items that will need to be discussed in Executive Session.

EMPLOYEES' REPORTS:

Mrs. Fascenelli reported the following:

- SWAC Meeting – Mrs. Fascenelli and Mayor Watters attended the October 3rd SWAC Meeting. LMR plans to build a 65-70 ft. block recycling shed on Foul Rift Road in Harmony Township. It is a Class A facility to store basic recycling – glass, tin, plastic, and cardboard. The facility will store 500 tons a month to be sorted and brought to a facility such as Waste Management in Newark to continue the recycling process. Collection will be from Warren and Hunterdon Counties. The SWAC Committee voted 'yes' to make the recommendation for the application to go to the Board of Chosen Freeholders.
- TREX Program – The plastic is coming in faster than can be weighed. Approximately 300 lbs. has been collected so far. We will bring them to Weis as soon as we can weigh them. The bags are taking over the finance office and hallway. We should qualify for the free bench before the deadline.
- Shed- Has arrived, but needs to be assembled. Mr. Snyder will make a pad for it and assemble.

PUBLIC PORTION:

Mayor Watters opened the meeting to anyone from the public; seeing none, Public Portion was closed.

RESOLUTIONS:

RESOLUTION 2019-140

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

WHEREAS, the Township of Mansfield is desirous of hiring a Rental Rehabilitation Program Administrator; and

WHEREAS, the Township of Mansfield has received a proposal from Community Grants, Planning and Housing for the following:

Creating a Policies and Procedures Manual. Administering the program and creating the forms. Handling Day to Day Operations such as maintaining a waiting list, owner outreach efforts, reviewing pre-applications, reporting, and doing updates to program forms. - not to exceed \$ 7, 000.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, authorizes Community Grants, Planning and Housing, 101 Interchange Plaza, Suite 301, Cranbury, NJ 08512, to perform the duties as defined above and in the amount not to exceed \$ 7,000.00.

Mr. Hayes made a motion to approve Resolution 2019-140 for a Rental Rehabilitation Program Administrator, which was seconded by Mrs. Mora Dillon.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays- Mr. Misertino

Absent- None

Abstain- None

**RESOLUTION # 2019 – 141
REFUND OF RECREATION REGISTRATION**

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY**

WHEREAS, Said Eddiche paid via credit card on 7/18/19 for two (2) Fall Soccer registrations with the Township of Mansfield, County of Warren, and

WHEREAS, one child did not participate in the Fall Soccer program, and

WHEREAS, a refund cannot be issued against the credit card due to the lapse in time,

NOW THEREFORE BE IT RESOLVED, that the Finance Office be authorized to refund the amount of \$ 70.00 to Said Eddiche.

RESOLUTION NO. 2019-142

**TO AUTHORIZE THE REFUND OF PROPERTY TAXES
TOTAL DISABLED VETERAN**

WHEREAS, Jim J. Pene is the owner of real property located at 1423 Route 57, known as Block 1302.02 Lot 13, within the Township of Mansfield, County of Warren, State of New Jersey; and

WHEREAS, the owner of said property, Jim J. Pene has paid taxes for the 2019 4th quarter; and

WHEREAS, the owner of the aforementioned property is qualified as a totally disabled veteran as of August 5, 2019 and is therefore tax exempt creating an overpayment as set forth above; and

WHEREAS, NJSA 54:4-3.32 authorizes the 2019 refund of taxes paid from the qualifying date of the exemption, August 5, 2019;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that the tax payment in the amount \$765.01 shall be refunded and shall be made payable to:

Jim J. Pene
1423 Route 57
Port Murray, NJ 07865

**RESOLUTION NO. 2019-143
OF THE TOWNSHIP COMMITTEE OF
THE TOWNSHIP OF MANSFIELD**

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN AND STATE OF NEW JERSEY AUTHORIZING EXECUTION OF A VOLUNTARY LIFE INSURANCE AGREEMENT WITH TEXAS LIFE INSURANCE COMPANY FOR VOLUNTARY LIFE INSURANCE COVERAGE

WHEREAS, the Township currently offers insurance to its employees through American Fidelity Insurance Company; and

WHEREAS, American Fidelity Life Insurance Company is now offering voluntary life insurance coverage to employees who elect such coverage; and

WHEREAS, the Township wishes to enter into an agreement to permit eligible employees to elect voluntary life insurance coverage; and

WHEREAS, provision of this benefit is part of the Township's contract with its current insurance provider.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, in the County of Warren, and State of New Jersey, as follows:

Section 1. The Mayor and Township Clerk are authorized to execute the Voluntary Life Insurance Employer Agreement with Texas Life Insurance Company.

Section 2. A copy of this Resolution shall be provided to Donna M. Mollineaux, Chief Financial Officer, and to the insurance provider, for their information and guidance.

This Resolution shall take effect immediately.

RESOLUTION NO. 2019-144

**Township of Mansfield
STATE OF NEW JERSEY**

WHEREAS, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services, and WHEREAS, the Director of the Division of Local Government Services has promulgated rules and regulations for electronic tax sales, and

WHEREAS, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales, and

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

WHEREAS, the Township of Mansfield wishes to participate in the program for an electronic tax sale.

BE IT RESOLVED by the Township Committee of the Township of Mansfield that the Tax Collector is hereby authorized to complete an application to participate in the electronic tax sale in an amount not to exceed \$1,500 to be held on December 5, 2019.

Mr. Hayes made a motion to approve Resolutions 2019-141 – 2019-144, which was seconded by Mrs. Mora Dillon.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- None

ORDINANCES:

First Reading

ORDINANCE 2019-08

AN ORDINANCE TO AMEND CHAPTER 296, ARTICLE 6 OF THE TOWNSHIP CODE

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Mansfield, County of Warren, New Jersey, as follows:

296-31, Section B. Replacement of damaged mailboxes and posts.

(1) For any mailbox located in a Township-owned right-of-way, the Township of Mansfield will replace mailboxes and/or post damaged due to snow and/or ice removal and/or maintenance operations with a standard mailbox and post only under the following circumstances:

- a. Physical damage caused by actual contact with Township-owned and operated equipment, which damage and contact can be proven and documented by the owner;
- b. The mailbox and/or post is of standard design and placed in conformance with this Ordinance, and
- c. The existing installation, mailbox, and mailbox post were in good condition and repair prior to the alleged event causing damage.

The Township will not make repairs or install the mailbox or post replacement.

Nothing in this Section or in this Ordinance shall be construed in any way to waive any or all defenses available to the Township under Title 59 of the New Jersey Statutes.

Section 11. This Ordinance shall be effective after adoption by the Township Committee and publication and/or posting as provided by law.

Section 12. All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

Section 13. If any article, section, subsection, sentence, clause or phrase of this Ordinance is for any reason declared to be unconstitutional or invalid by any court of competent jurisdiction, such declaration shall not affect the remaining portions of this Ordinance.

Section 14. This Ordinance shall take effect upon notice, publication and adoption as required by law.

Mr. Hayes made a motion to approve Ordinance 2019-08 with a second reading on November 13, 2019 at 7:30 pm, which was seconded by Mrs. Mora Dillon.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- None

EXECUTIVE SESSION: Personnel, Contractual

Mrs. Mora Dillon made a motion to move into Executive Session at 7:49 pm, which was seconded by Mr. Hayes.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- None

Mr. Lavery, Esq. stated they emerged from Executive Session at 8:40 pm, where they discussed one personnel matter dealing with the Tax Collector and a contractual matter dealing with shared services for the court at which time Mr. Lavery left the room. Three other items of a contractual matter dealing with the fire department, a personnel matter dealing with OEM, and an attorney/client privilege dealing with building water test. No official action was taken. Copies of these minutes will be available at which time the Committee determines they are no longer a harm to the public interest.

Mr. Lavery called for a motion to authorize sending a Rice Notice to the employee discussed in Executive Session.

Mr. Hayes made a motion to send a Rice Notice to the employee that was discussed in Executive Session, which was seconded by Mrs. Mora Dillon.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- None

As Liaison to the Road Department, Mr. Farino has observed the performance of an employee and due to Frank's performance, he feels it's in the best interest of the Township to terminate his probation as of tonight.

Mr. Farino made a motion to terminate probation tonight, which was seconded by Mrs. Mora Dillon.

Ayes- Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays- None

Absent- None

Abstain- None

Mr. Hayes made a motion to adjourn at 8:39 pm, which was seconded by Mrs. Mora Dillon.